

COVID-19 Response



Definitions:

- Upgraded Mask – Double mask or one KN95 or one N95
- Current on vaccinations – Has completed their primary series of an approved vaccine and recommended booster(s)

OR Completed the primary series of Pfizer or Moderna vaccine within the last 5 months

OR Completed the primary series of J&J vaccine within the last 2 months

OR Completed all additional primary shots for immunocompromised employees (3 doses)

OR Completed the primary series of a WHO approved vaccine and it is within the timeframe where a booster is not yet recommended (primary series has not reached the point of diminished effectiveness where a booster is recommended).

For Everyone

When you are sick:

- Stay home.
- Notify HR and your supervisor right away if you have COVID-19, you are seeking a test, you've received positive test results, or you have been exposed to a confirmed case of COVID-19.
- During off hours, email hr@sos.wa.gov and ask a consultant to call you.
- Keep medical information out of email unless you are sending HR essential documentation.

When you report to work:

- ✓ Ensure you comply with the self-assessment questions (listed in this plan) prior to arriving.
- ✓ Wash your hands frequently.
- ✓ In person meetings are authorized, work with your supervisor to determine when to meet in person.
- ✓ Work with your supervisor before you travel and follow all current guidelines.

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When you need a face covering:

- ✓ Public facing units: wear mask at the request of customers
- ✓ While employees cannot require other employees to wear a mask, employees can choose to wear a mask during normal work settings
- ✓ Read and respect the room when it comes to mask wearing
- ✓ If impacted by a COVID-19 related event (continue reading for specifics)

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Self-Assessment

Thank you for your ongoing partnership in maintaining our healthy workplace. All employees must be able to pass an OSOS self-assessment before they can enter OSOS facilities. This assessment will be conducted independently on a daily basis prior to entering any OSOS facility. Any employee that enters an OSOS facility and cannot pass a self-assessment may be subject to discipline.

Answer “yes” or “no” to the following questions:

1. Do you currently have a fever at or above 100.4°F?
2. Do you show the following symptoms of COVID-19 that are not caused by another condition? • **Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea •**
3. Have you tested positive for COVID-19 in the past 10 days or are you awaiting results of a COVID-19 test due to possible exposure or symptoms and not from routine asymptomatic COVID-19 screening or surveillance testing?
4. Have you been in contact (within six feet for 15 cumulative minutes over a 24-hour period) with someone who has tested positive for COVID-19 with an antigen or molecular test in the past 24 hours? This includes when people are wearing face coverings.
5. Within the past 10 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

If you can answer “No” to all questions, you are permitted to enter the OSOS facility.

If you answered “Yes” to any question, STOP. Do not enter the facility at this time and contact your supervisor for further guidance.

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For Employees

I have COVID-19 **symptoms** or I have **tested positive**.

1. Stay home.
2. Notify HR and your supervisor right away — even if it is on a weekend or outside of business hours.
3. Provide the date that you were last in the building.
4. Identify your close contacts to HR so your Director or Deputy Director can notify them immediately. This information allows them to take precautions and keeps our workplace safe.
 - ✓ Mobile work if you are well and able, and if the option is available to you.
 - ✓ Take sick leave, vacation leave, or leave without pay.
5. HR will determine the date you can safely return to work, usually at least 5 days.
6. Upon returning to work, wear an upgraded mask at the worksite for 5 additional days if your symptoms have improved and you are fever free for 24 hours without use of meds.

I am **seeking a test** for COVID-19.

1. Notify HR and your supervisor right away — even if it is on a weekend or outside of business hours or if you are fully-vaccinated.
2. Assist HR in gathering facts to protect coworkers and our workplace:
 - ✓ Are you a close contact?
 - ✓ Are you experiencing symptoms?
 - ✓ Are you traveling and seeking a test in advance?
3. You may need to quarantine. Consult with HR and your supervisor.

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For Employees

I am a **close contact*** of someone with COVID-19.

1. If you are a close contact of someone in our workplace, your Director or Deputy Director will notify you right away.
2. If you have been exposed to a confirmed case outside of work, notify HR, regardless of your vaccine or booster status.
3. You may be required to quarantine.
4. Mobile work if you are well and able, and if that option is available to you.
5. If you are current on vaccinations, you are not required to quarantine unless you are seeking a test or experiencing symptoms. You are required to wear an upgraded mask when around others for 10 days.

* Close contact is someone who was within 6 feet of someone with COVID-19 for a cumulative total of 15 minutes or more within a 24-hour period. This includes when people are wearing face coverings. Household members are always considered close contacts. Family members, friends, or coworkers may also be considered close contacts.

Is my **privacy** protected if I test positive for COVID-19?

1. Yes. Under the Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disabilities Act (ADA), your medical information must be held in a secure, confidential space.
2. COVID-19 information is shared on a need-to-know basis only to protect health.

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For Employees

My **building experienced** a COVID-19 event.

1. OSOS may close part or all of your building for safety.
2. Close contacts will be notified immediately.
3. Essential communication will be sent to other employees, as needed, to plan business operations. Sensitive medical information will still be protected.
4. A cleaning response will be developed according to need on a case-by-case basis.

I am **current on my vaccinations (including all doses and boosters)**. What is different for me?

1. You are not required to quarantine if you are exposed to someone with COVID-19. You will need to wear an upgraded mask when around others for 10 days after exposure.
2. You are current if:
 - ✓ You meet the applicable conditions outlined in the “Definitions” section on page 1.
 - ✓ You verified your vaccine information with HR. Contact hr@sos.wa.gov

** Vaccine appointments are considered work time.*

**Quarantine is for close contacts and travelers.*

**Isolation is for people experiencing symptoms or testing positive.*

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For Supervisors

My employee has COVID-19 **symptoms**.

1. Gather facts, such as:
 - ✓ Date last in building; and close contacts*.
2. Notify director and HR.
 - ✓ Employee must isolate.
 - ✓ Employee may mobile work, if well and able and if the position qualifies for mobile work.
 - ✓ Employee may use sick leave, vacation leave, or leave without pay.
3. Return to work date is set by HR. An MD note may clear employee to return to work sooner*.

* An MD note must state that the person does not have the virus and is not contagious.

* Close contact is someone who was within 6 feet of someone with COVID-19 for a cumulative total of 15 minutes or more within a 24-hour period. This includes when people are wearing face coverings.

My employee is a **close contact** of someone with COVID-19.

1. Gather facts:
 - ✓ Date last in building.
 - ✓ Close contacts of positive case.
 - ✓ Notify director and HR.
2. Employee (current on vaccinations) may need to quarantine if seeking a test or experiencing symptoms and must isolate if result is positive.
 - ✓ May mobile work, if well and able and if the position qualifies for mobile work.
 - ✓ Must use earned paid leave or LWOP if position does not qualify for mobile work.
3. Return to work set by HR. An MD note may clear employee sooner.

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For Supervisors

My employee **tested positive** for COVID-19 in the past 10 days, or is **awaiting test results** due to suspected COVID-19.

1. Gather facts:
 - ✓ Date last in building; and
 - ✓ Close contacts.
2. Notify director and HR.
3. Employee must isolate:
 - ✓ Employee may mobile work, if well and able and if the position qualifies for mobile work.
 - ✓ Employee may use sick leave, vacation leave, or leave without pay.
4. HR sets date to return to work
5. MD note may clear employee to return to work sooner.
6. Isolation may be longer if symptoms persist or it is medically ordered.

My employee had a public health or medical professional **order isolation or quarantine** in the last 10 days.

1. Gather your facts:
 - ✓ Date last in building;
 - ✓ Close contacts of positive case.
2. Notify director and HR.
3. Employees who isolate or quarantine:
 - ✓ May mobile work, if well and able and if the position qualifies for mobile work.
 - ✓ May use sick leave, vacation leave, and leave without pay.
4. HR sets return to work; an MD note may clear employee to return to work sooner.

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For Travelers

Personal

1. Follow state/federal protocols.

** In quarantine, you are expected to mobile work when possible.*

Business

1. Contact destination facility to understand whether to equip and employ masks.
2. Do not ask about an individual's vaccine status
3. Wash hands frequently.
4. Wear a face covering if the business requires it.

Vehicles

1. Disinfect high-touch areas.
2. Open windows.
3. Set air ventilation/air conditioning on non-recirculation mode.
4. Limit passengers.